

Greensboro City Planning Department

Mailing Address: P.O. Box 3136, Greensboro, NC 27402-3136

Office Address: 300 West Washington Street, Greensboro, NC 27402

If you have any questions about the process please call Jimmy Person with the Planning Department at 336-412-5739

PLAN TYPE:	REVIEW FEE:
Site Plans > 15,000 Sq. Ft. GFA	\$100.00 plus \$6.00 per 1,000 sq. ft gross floor area
Site Plans < 15,000 Sq. Ft. GFA	\$100.00
Multifamily Developments	\$100.00 plus \$6.00 per dwelling unit or space
Single Family Subdivisions	\$175.00 plus \$30.00 per lot
Minor Revisions	\$25.00 plus the per lot, sq. ft., dwelling unit or space fee listed above applied to any increase.
Site Specific Development Plan Approval to obtain a Zoning Vested Right	Applicable review fee as listed above plus \$250 for sites of less than one acre, \$600 for sites of one to 4.9 Acres, or \$1,000 for sites of five or more acres.

Submit 14 copies of plans to the Planning Department for review.

Plan review takes 7-10 working days; the Planning Department staff will contact you when your plan is ready.

PROJECT SUMMARY:

A. Project Name:

B. Type of Plan: _____ Site Plan / _____ Group Development Plan / _____ Preliminary Subdivision
 _____ Site Specific Development Plan Approval to obtain a Zoning Vested Right

C. Street Address and Property Description:

D. Owner / Applicant:

E. Report Comments to:

Telephone Number: _____ Fax Number: _____

E-Mail: _____

Report Comments to:

Telephone Number: _____ Fax Number: _____

E-Mail: _____

F. Tax Map / Block / Parcel # (s):

G. Total Tract Acreage:

H. Zoning District:

I. Watershed Designation:

J. Proposed Use:

K. Number of Lots:

L. Multifamily Developments: # of Units

Type: _____ Apartments _____ Townhomes _____ Condominiums

M. Non-Residential Developments: Existing GFA: _____ Proposed GFA: _____

N. Amount of Existing BUA:

O. Amount of Proposed BUA:

PLAN SUBMISSION GUIDELINES

Plans submitted to the Planning Department that do not include the items on this list will not be reviewed, and will be returned to the contact person.



Indicates information that must be provided.



Indicates information that must be provided, only if applicable.

PP is Preliminary Subdivision Plats

SIP is Site Plans and Group Development Plans

SWCP is for Stormwater Control Construction Plans

This list must be filled out and signed by the person designing the site to show that he/she has read and provided the required information to submit a plan to the Planning Department.

I have read, understood and completed the attached plan to the best of my knowledge and ability.

Name: _____ Phone: _____ Date: _____			
PP	SIP	SWCP	
TITLE BLOCK AND SITE DATA			
●	●	●	Indicate if it's a site plan, preliminary subdivision or group development
●	●	●	Owner's name with address and daytime phone
●	●	●	Site location, including address, city
●	●	●	Dates map prepared or revised
●	●	●	Scale of drawing in feet per inch. Drawing shall be at a scale not less than 1" equal to 100'. If all lots are greater than 3 acres, a smaller scale may be used.
●	●	●	Bar scale
●	●	●	Name, address and telephone number of preparer of map (licensed surveyor, engineer, or architect)
●	●	●	Developer's name, address, and daytime phone number, if different from owner's
●	●		Zoning districts on the property and adjacent property; if property is zoned conditional use, list the conditions
●	●		Proposed land use within property and existing land use on adjacent properties
●	●		Plat book reference (or deed reference if no plat), tax map, block and parcel number(s)
●	●		Names of adjoining property owners (or subdivisions of record with plat book reference)
●	●	●	Vicinity map showing location of site relative to surrounding area (typically drawn in upper right hand corner), at a scale of 1"=2000'
●	●		Square footage of all proposed lots under an acre in size and acreage for all lots over an acre in size
●	●		Acreage in total tract
●	●		Total number of lots proposed
●	●	●	North arrow and orientation (north arrow shall NOT be oriented towards bottom of map)
●	●		Label all existing and proposed structures
●	●		Setbacks for all structures must be clearly indicated
PARKING			
①	●		Dimensions and location of all parking areas
①	●		Calculation of minimum required number of parking spaces based on the parking requirements from Table 30-5-3-1; and total spaces provided
①	●		Dimensions and location of all driveways, loading areas, off-street loading facilities and pedestrian walkways
①	●		Location of wheel stops/curbs in front of parking stalls
①	●		Within parking areas clearly number each parking space, angle of parking and typical size (including handicapped spaces and van accessible spaces.)
LANDSCAPING			
	●	●	Location of required street planting yard, planting yards and parking lot plantings
	●	●	Width and type of planting yards, walls, berms and height of proposed or existing fences
	●		Minimum sizes (caliper and height) and number of trees and shrubs in the required planting areas
	●	●	Approximate height, species and method of tree protection where existing vegetation is to be preserved
	●		Location and screening of dumpster / compactors (show pad dimensions)

PP	SIP	SWCP	
	●		Location and angle of exterior lighting when development is adjacent to residential development or where lighting might interfere with drivers' vision
STREET DATA			
●	●		Existing and proposed right-of-way lines within and adjacent to property
●	●		Existing and proposed streets showing pavement or curb lines, width (face-to-face), existing and proposed street names, and cul-de-sac radii
●	●		Label centerline of road and distance from centerline to right-of-way line
●	●		Existing and proposed sidewalk widths
●	●		Widths of internal circulation roadways
①	●		Driveways adjacent to the site and the distance between the site's drive and the existing drive. Also show drives on opposite side of street from site
●	●		Label all adjoining streets (Include State Route (S.R.) numbers, if applicable)
①	●		Dimension drive aprons and flares, and/or dimension curb return radii.
	●		Depict profile of the proposed driveway (Commercial drive entrances only) from the center of the street well into the site.
●	●		Label street classification(s)
PLANIMETERIC			
●	●		City limits, and other jurisdiction lines, if any, on the tract
●	●		Boundaries of the tract to be developed distinctly and accurately represented and showing all distances
●	●		Boundaries of the tract to be developed tied to nearest street intersection (within 300') or U.S.G.S. (within 2000')
●	●		Existing property lines on tract to be subdivided. If existing property lines are to be changed, label as "old property lines" and show as dashed lines
●	●		Dimensions, location and use of all existing and proposed buildings; distances between buildings measured at the closest point; distance from buildings to closest property lines
①	①		Railroad lines and right-of-ways
①	①		Areas designated as common elements or open space under control of an Owners' Association
●	●	●	Existing and proposed topography of tract and 200' beyond property showing existing contour intervals of no greater than 5' (2' where available) and labeling at least two contours per map and all contours at 10' intervals from sea level
●	①		Proposed lot lines and dimensions
●	●	●	Location, dimension and type of each easement
WATER & SEWER			
●			Existing and proposed utility layout showing connection to existing system, proposed line sizes and direction of flow for sanitary sewer lines. Also depict proposed public outfalls and service to adjacent properties.
●			Existing and proposed utility layout showing connection to existing system and proposed sizes for water distribution lines. Also depict extensions to serve adjacent properties.
Required at this stage. It is to be constructed	●	●	Utility layout showing connections to existing systems, line sizes, material of lines, manholes, force mains, clean-outs, etc. for sanitary sewer lines, rim and invert elevations and direction of flow.

PP	SIP	SWCP	
This information is not recommended at this time, but is recommended for inclusion with the Utility Construction Plans.	●	●	Utility layout showing connections to existing systems, meter size and location, backflow preventer location and type, material of lines, location of fire hydrants and fire department connection, blowoffs, valves, etc. for water distribution lines.
	●	●	All plans requiring extension of public and/or private mains for water and/or sewer will be required to be sealed by a North Carolina registered P.E.
GENERAL WATERSHED INFORMATION			
●	●		Watershed location of proposed development: note the watershed (i.e., North Buffalo Creek, South Buffalo Creek, Horsepen Creek) and sub-watershed names (i.e., North Buffalo Creek Sub-Watershed 1, North Buffalo Creek Sub-Watershed 2), as applicable, for the proposed site development. Note water-supply watershed name (i.e., Greensboro Watershed), and water-supply watershed designation (i.e., WS-III, WS-IV, WCA), as applicable.
①	①		Council-approved watershed master plan available? – “Yes” or “No”
●	●	●	Existing built-upon area, if any, and note the amount
●	●	●	Proposed built-upon area, and note the amount
●	●	●	Note the maximum amount of built-upon area allowable (per watershed development restrictions, stormwater control design, etc.)
●	●	●	Area(s) to be disturbed and note the amount
●	●		Soil type(s) and the hydrologic group(s)
●	●	●	Existing and proposed stormwater conveyance system (pipes, channels, swales, catch basins, etc.) layout, Connection to existing systems, and applicable easements
	●	●	Label the amount of off-site drainage area and runoff quantities that discharge onto site
		●	Provide stormwater management study – downstream analysis of stormwater conveyance system per the requirements of Ordinance Section 27-22
	●	●	Engineer’s Statement of Stormwater Quantity Control
	●	●	Engineer’s Certification of Stormwater Quality Control (for high-density development in designated water-supply watershed area)
	●	●	Label stormwater structure attributes: pipe size, channel / swale dimensions, materials, inverts and rim elevations, slopes and structure types (grate inlet, manhole, etc.). Elevations are to be based on NGVD '88 Datum.
		●	If the site was previously approved or part of a subdivision that was previously approved by the City or County for stormwater management or watershed development, provide the name of the plan and the date that the plan was approved.
Stream Buffer and Related Information			
●	●	●	Location of all streams and drainageways that require buffers.
●	●	●	Buffers and where measure from (that is, top of bank, top of steep slopes adjacent to stream, or edge of wetlands).
●	●	●	Label the dimensions and restrictions within the buffer (that is, to remain undisturbed, 50% impervious, vegetated, etc.)
●	●	●	Location of jurisdictional waters and wetlands.(See Note 1)
●	●	●	Indicate proposed location of stream crossing(s) showing the proposed grading and overall stream impact (includes culvert and outlet protection length). (Alternative analysis may be required by the City to reduce and /or mitigate impacts).
FEMA Regulated Floodway/Floodplain Information			
●	●	●	FEMA-regulated floodway and floodway fringe on property and note the 100-year Base Flood Elevation (BFE), as applicable.

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•	•		If the site is located within a FEMA Special Flood Hazard Area (SFHA): (1) note the finished floor/floodproofing elevations of all structures, and (2) note that no encroachment/development into FEMA-regulated floodway allowed (<i>See Note 2</i>),. and (3) if a FEMA-designated floodway/floodway fringe does not exist on the property/parcel, note the nearest distance to a FEMA-designated floodway, if within 2000 feet.
Low Density General Watershed Development Information			
•	•		Provide completed watershed scoresheet.
•	•		For each factor where points are claimed, the requirements of that factor must be clearly depicted on the plans (for example, if 20 points for Factor 7, "Stream Buffer Along Drainageways" are claimed, the plans need to show a 50' buffer on each side of the creek, the areas to remain wooded, and note the total buffer area amount and the wooded area amount).
Watershed Development in WCA (Watershed Critical Area)			
•	•	•	Location of natural slopes greater than 15% which are adjacent to streams and drainageways. These areas and jurisdictional wetlands must remain undisturbed and either dedicated as drainageway and open space or platted as a water quality conservation easement (WQCE).
•	•		Note that drainage will be provided by means of open vegetated channels.
•	•		Note the intended land use and SIC Industry Code.
⓪	⓪		Location of proposed storage tank(s) and indicate material to be stored. A secondary containment system must be constructed for the tank(s) and approved by the City.
Stormwater Control Information			
•	•	•	Indicate the type(s) of non-structural and/or structural stormwater control(s) that is proposed. (<i>See Note 3</i>)
•	•	•	If proposing to use off-site stormwater controls, indicate the location and owner(s) of the controls and provide information to demonstrate that the property owner will assist in maintaining the controls.
•	•	•	If proposing to use a public owned regional stormwater management facility, provide information to demonstrate that the municipality accepts participation from the property owner.
•	•	•	Location of the proposed stormwater controls and the location of the inlets and outlets to the control.
•	•	•	Label the access easement to stormwater control from the street R-O-W and the D.M.U.E. around the facility.
⓪ (See Note 4)			Approximate size of the stormwater control treatment area (with calculations).
•	•	•	Provide applicable maintenance agreements for proposed stormwater control. (If more than one property owner will use the control.) <i>Note: The property owner (or homeowner's association) is responsible for maintaining the stormwater control(s) according to the approved maintenance plan and direction of the City of Greensboro. The engineer's certification of completion will be required prior to the final plat or certificate of occupancy. The stormwater control is to be inspected to ensure it is functioning properly and have full design volume prior to issuance of the final certificate of occupancy. The City and its assigns have right to access the stormwater control(s) for inspections or maintenance, as necessary.</i>
STORMWATER CONTROL CONSTRUCTION PLAN			
sign for with the de this	•	•	Layout of stormwater control, grading, and significant components (for example, primary outlet structure(s), dam, filter bed depth, bottom drain, etc.)

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If submitting stormwater control design for review and approval concurrently with Preliminary Subdivision Plat provide this information	●	●	Cross section of proposed SWM improvements showing the elevations of significant components and storage allocations (e.g. sediment storage, peak reduction storage, etc.)
	●	●	Details and material specifications of all significant components of the stormwater control
	●	●	Provide Engineer's Statement of Pond and Dam Safety (if dam construction is proposed).
	●	●	Provide hydrologic and hydraulic analysis/calculations, water quality and other pertinent calculations for design of the stormwater control.
	●	●	Provide an inspection/maintenance plan for reference by the owner for long-term maintenance needs.
	●	●	Provide the construction sequence for completing the stormwater control.
SOIL EROSION CONTROL and GRADING PLAN			
If submitting stormwater control design for review and approval concurrently with the Preliminary Subdivision Plat, and the proposed land disturbing activity exceeds one (1) acre, provide this information	If the proposed land disturbing activity exceeds one (1) acre, provide this information	If the proposed land disturbing activity exceeds one (1) acre, provide this information	Bond required (\$2000 per acre) for disturbed areas five acres or more including borrow pit and/or waste area on/off site
			Grading application (attached)
			Financial responsibility forms (attached)
			Location of temporary and permanent erosion and sedimentation control measures
			Drawings, details, and specifications of erosion control measures with supporting calculations and assumptions
			Maintenance requirements of erosion control measures during construction
			Vegetation specifications for temporary and permanent stabilization
NOTES			
Note 1: The U.S. Army Corps of Engineers and the N.C. Division of Water Quality regulate wetlands and waters of the United States through the 404 Corps Permit and 401 State Water Quality Certification process. The City encourages the protection and enhancement of wetlands and surface waters to promote improved water quality and water quantity management, as well as fish and wildlife biota and habitat preservation, and other benefits to local comprehensive watershed management. Site designers/developers are responsible for obtaining all applicable local, State, and Federal permits/certifications/approvals as necessary for proposed site development activities. CONTACTS: US Army Corp of Engineers, Raleigh Regulatory Field Office at 919-876-8441 and NC Division of Water Quality, Winston-Salem Regional Office at 336-771-4608.			
Note 2: In general, encroachment into a FEMA-regulated floodway is not permitted unless the developer performs a FEMA No-Rise Certification and/or Conditional Letter of Map Revision Application and receives approval from the City (Local Floodplain Administrator) and FEMA Region 4 (Atlanta, GA) and National (Washington, DC) officials. Questions regarding development procedures within FEMA designated floodplains may be directed to the City's Storm Water Services Division, Technical Support Section.			
Note 3: If proposing to use existing on-site or off-site controls, provide information to demonstrate that the controls have been approved by the City and can continue to meet quantity/quality control requirements.			

PP	SIP	SWCP	
<p>Note 4: This may be done in lieu of submitting full construction design, details, and calculations for subdivision plans only. (Note on plan: No grading permit will be issued for a lot, nor can recordation of any lot occur, until the construction drawings have been approved for the stormwater control(s) that handle runoff from that lot.) Site plans must include construction plans for review and approval.</p>			